# University of Plymouth

# Tender Specification for Biological Safety Advisor Consultancy Services

# 1.0 Overview

The University of Plymouth has historically used the skills of a Faculty of Health Biological Safety specialist to provide advice to the Health, Safety and Wellbeing Team and across the University. This is no longer appropriate or sustainable and therefore approval has been given to tender for Biological Safety Advisor Consultancy Services.

# 2.0 The Proposal

Biological Safety Consultancy

**The purpose is provide expert advice and information on work associated with biological agents, including those that have been genetically modified (GM).**

Biological Safety Consultancy Services include the provision of:

* Competent Advice including regulatory advice and associated notifications
* Ensure the University works effectively with enforcing bodies such as the Health and Safety Executive (HSE)
* Policies, Procedures, Guidance, Laboratory Rules – development and review
* Training – including local Biological Safety Supervisors and other staff working with Biological or GM organisms
* Risk Assessments – advice, support and training
* Development and monitoring of a robust review process for applications requesting the use of biological and GM organisms
* Audits and Inspections
* Accident / Incident Investigations
* Biosafety and Genetic Modification Safety Committees – set up, attendance, production of reports and papers, terms of reference etc.
* Provision of advice regarding the use, development and modification of any premises where work with Biological and GM organisms is undertaken.
* Emergency and business contingency planning
* Ensure that work with Biological and GM organisms is carried out according to Counter Terrorism Security requirements.

## 2.1 Competent Advice

Provision of competent advice to the Health, Safety and Wellbeing Team, Local Biological safety Supervisors and all staff across the University. This role must be undertaken by individuals that are appropriately qualified, skilled and experienced in this subject. It is essential that the advisor has had experience of similar organisations and risks, enabling the University to fully discharge its legal obligations.

## 2.2 Training

Design and deliver training and information required:

* Biosafety awareness and/or assessment
* Genetic modification awareness and/or assessment
* Biological Safety Supervisors
* General training for other groups e.g. cleaners, security, maintenance staff

## 2.3 Risk Assessments

Produce, review and / or provide advice regarding:

* COSHH risk assessments for biological organisms
* GMO risk assessments

According to the requirements of the:

* Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended.
* The Genetically Modified Organism (Contained Use) Regulations 2014
* The Genetically Modified Organism (Deliberate Release) Regulations 2002.

## 2.4 Audits and Inspections

Provide assurance that robust management systems and arrangements are in place through a process of audits and inspections.

This will include examination of documentation, interviews, discussions with staff and observations, producing a report with prioritised action plan if required for the Health, Safety and Wellbeing Team to take action against.

## 2.5 Accident/Incident Investigation

Ensure that in the event of an incident, a full investigation is carried out in cooperation with the relevant Biological Safety Supervisor and the Health, Safety and Wellbeing Team. Using the results of investigations, if necessary, to update policies, practices and procedures to prevent a re-occurrence.

# 3.0 Service Requirements

This role has historically been provided as 0.2FTE, however, this has not been sufficient to undertake the role to an appropriate standard and across the whole University.